



## OCCUPATIONAL HEALTH & SAFETY POLICY

Mountain Logging recognises its moral and legal responsibilities to ensure a safe and healthy work environment for all employees, sub-contractors and visitors.

Occupational Health and Safety is an integral part of the company, and we are committed to providing the safest work environment we possibly can. Mountain Logging aims to lead the way in OH&S in the forestry industry with a strong focus on continuous improvement and innovation.

### **Management of Mountain Logging recognises their legal duties and will be responsible for:**

- Ensuring that the safety system and the way we go about our work complies with applicable relevant legislation and standards.
- Providing a healthy and safe workplace for stakeholders at all levels of the company, including employees, sub-contractors, customers and visitors.
- Provide employees with training, assistance, supervision and Safe Work Procedures to enable them to work safely within our workplace.
- Provide employees with safe plant and equipment which will be regularly maintained to the highest of standards.
- Provide employees with adequate facilities so they can go about fulfilling their work duties.
- To conduct investigations into all incidents that occur, and to follow up on the investigations to ensure that corrective actions are being implemented successfully.
- To ensure that appropriate return to work programs are in place.
- To consult with employees and contractors to enhance the quality of the safety system.
- To monitor the health and well-being of employees through medical examinations, hearing test and drug and alcohol screening.
- To perform regular reviews of the safety system to ensure that targets and objectives are being met, and to identify areas for improvement.

### **Employees of Mountain Logging, irrespective of their position, are responsible for:**

- Taking reasonable care for their own safety.
- Taking reasonable care for the health and safety of others who may be affected by the employee's acts or omissions.
- Co-operating with safe work procedures to ensure the safety of themselves and others in the work place, and to prevent damage to plant and equipment.
- Wearing appropriate PPE and clothing where necessary.
- Reporting all incidents and near misses to management or supervisor immediately.
- Reporting all known hazards or observed hazards to management or supervisor.

Mountain Logging understands that the key to a safe work place is contribution from stakeholders in all levels of the company. Mountain Logging encourages feedback and suggestions from all stakeholders to help us on our mission to providing and maintaining and the most safe and healthy work place that we possibly can.

**ANDREW MAHNKEN**

8/04/2016



## ENVIRONMENTAL POLICY

**MOUNTAIN LOGGING PTY LTD** is a family owned and managed company involved in timber harvesting operations.

**MOUNTAIN LOGGING PTY LTD** has implemented an environmental management system whose primary aim is to ensure that the forests in which we work are well managed.

As manager, I commit to ensuring that the requirements of this system are implemented in all parts of my business, unless they directly increase the risk to any person's health or safety.

Every employee has an obligation to take all necessary steps to identify and control risks to the natural environment in which they work.

In an effort to make good environmental management a part of doing business, wherever possible our environmental management system is integrated with our safety and other business management systems.

We are committed to meeting the objectives that are stated in management plans:

- ❖ To ensure where necessary persons involved with the conduct of our business are provided with:
  - plant, equipment and systems of work that have been selected and designed to minimise detrimental impacts to the natural environment;
  - systems for the environmentally sound use, handling and storage of chemicals;
  - adequate facilities to respond to unplanned impacts on the natural environment; and
  - any information, training, instruction or supervision that is necessary to ensure they understand the measures we have adopted to reduce the risk of any detrimental impacts arising from work carried out as part of the conduct of our business.
- ❖ To ensure the impacts of our operations on the natural environment are monitored for the purpose of reducing any detrimental impacts arising from the conduct of our business and that such information is used to analyse and improve the business.
- ❖ To ensure documentation and records are adequate to clearly demonstrate the steps taken by the organisation and its officers to eliminate detrimental impacts to the natural environment.
- ❖ To ensure the system is compliant with legislation, our contractual obligations (including prescribed system requirements) and other relevant standards.
- ❖ To ensure continuous improvement via the setting and regular review of measurable performance targets.

Ultimately, the success of our system will be measured by:

- ❖ Regulators who trust us to work autonomously;
- ❖ Customers who make us their first choice; and
- ❖ Employees who prefer to work for us.

**ANDREW MAHNKEN**

7/01/2016



## INTRODUCTION

### **PURPOSE:**

What is the purpose of the harvesting induction manual?

- To ensure that any Mountain Logging employee who enters a Mountain Logging harvesting site is aware of any risks
- To ensure that everyone is aware of the rules when working on a harvesting site and how they are expected to behave.
- 

The purpose of the harvesting induction manual is to ensure that any employee who enters a Mountain Logging harvesting site is aware of the hazards that may be present



**PLANNING - INTRODUCTION TO MANAGEMENT SYSTEM**

Why have a safety system?	Working in a Forest environment is hazardous. The sites you work on have numerous things that may kill or seriously hurt you while you are doing your work. In order to ensure you are not injured a systematic process of managing hazards has been implemented.
Why have an environmental safety system?	Forestry operations by the nature impact on the natural environment. This system ensures that adverse impacts are identified and steps are taken to minimise any long term detriment to the environment. Working in accordance with the rules of this system will help ensure a sustainable future for our business and the forests we work in.
What are the key parts of the system?	<ul style="list-style-type: none"> <li>○ Competent and careful people.</li> <li>○ Well maintained machinery &amp; equipment suitable for its task.</li> <li>○ Systems of work that are understood by all crewmembers.</li> <li>○ Good communication that allows you to identify problems and supports you in fixing problems.</li> <li>○ Equipment to protect you from dangerous situations.</li> <li>○ Equipment and trained people to respond to an injury or other emergencies.</li> </ul>

**PLANNING - OUR MANAGEMENT SYSTEM**

What do I need to know about to make the system work?	<p>This <b>Induction Manual</b> and <b>Job Procedures</b> are designed to outline the key issues you need to know about working safely in our business.</p> <p>This induction manual includes the following information:</p>
<p>You are not expected to learn all this information immediately. The information is provided in a written manual so that you can read it now and refer to again overtime.</p>	
What other information is supplied about issues that may affect my health while I do my job?	<p>This OH&amp;S System includes a copy of a <b>Machine Operator Health Manual</b> produced by LIRO Forestry Solutions.</p> <p>This includes information and advice about the following:</p> <ul style="list-style-type: none"> <li>○ Report Motion Injuries.</li> <li>○ Back Care.</li> <li>○ Stress and Burnout.</li> <li>○ Fatigue and Sleep Deprivation.</li> <li>○ Fluid and Food.</li> <li>○ Noise.</li> <li>○ Solvents.</li> </ul>



## TABLE OF CONTENTS

OCCUPATIONAL HEALTH & SAFETY POLICY	<b>Error! Bookmark not defined.</b>
ENVIRONMENTAL POLICY	<b>Error! Bookmark not defined.</b>
PLANNING - INTRODUCTION TO MANAGEMENT SYSTEM	4
PLANNING - OUR MANAGEMENT SYSTEM	4
PLANNING - TABLE OF CONTENTS	4
HVP LIFE PROTECTING RULES	5
RESPONSIBILITY - INDIVIDUAL	7
RESPONSIBILITY - DISCIPLINARY PROCEDURES	7
CONSULTATION - WORK PLACE COMMUNICATION	8
CONSULTATION - ISSUE RESOLUTION	9
HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL OF RISKS	10
PERSONAL PROTECTIVE EQUIPMENT (PPE) - USE AND MAINTENANCE	11
PERSONAL PROTECTIVE EQUIPMENT (PPE) - SAFETY HELMETS	11
PERSONAL PROTECTIVE EQUIPMENT (PPE) - SAFETY FOOTWEAR	12
PERSONAL PROTECTIVE EQUIPMENT (PPE) - HEARING PROTECTION	12
PERSONAL PROTECTIVE EQUIPMENT (PPE) - CUT RESISTANT LEG PROTECTION	12
PERSONAL PROTECTIVE EQUIPMENT (PPE) - HAND PROTECTION	13
PERSONAL PROTECTIVE EQUIPMENT (PPE) - EYE PROTECTION	13
PERSONAL PROTECTIVE EQUIPMENT (PPE) - HIGH VISIBILITY CLOTHING	13
PERSONAL PROTECTIVE EQUIPMENT (PPE) - SUN PROTECTION	13
RULES - OUR COMPANY	14
RULES - WORKING IN THE BUSH	15
HAZARD MANAGEMENT - SAFE WORK AREA	15
HAZARD MANAGEMENT - CLOSE PROXIMITY PLAN	16
HAZARD MANAGEMENT - WORK ZONES	17
HAZARD MANAGEMENT - HAZARDOUS MANUAL HANDLING	18
HAZARD MANAGEMENT - REPETITIVE MOTION DISORDERS	18
HAZARD MANAGEMENT - HAZARDOUS SUBSTANCES	19
HAZARD MANAGEMENT - NOISE	20
HAZARD MANAGEMENT -LOG MARKING WITH PAINT	21
HAZARD MANAGEMENT -DRIVING COMPANY VEHICLE	22
INSTRUCTIONS - ISOLATION PROCEDURE	23
POLICIES - HEAT	24
POLICIES - BULLYING	25
POLICIES - SEXUAL HARASSMENT	26
EMERGENCY PROCEDURE - FIRST AID / EVACUATION	27
EMERGENCY PROCEDURE - FIRE	28
EMERGENCY PROCEDURE - SPILLS	29
EMERGENCY PROCEDURE - UNAUTHORISED INTRUDERS	30
EMERGENCY PROCEDURE - MOTOR VEHICLE INCIDENT ON PUBLIC ROAD	31
MEASUREMENT AND EVALUATION - AUDITS AND INSPECTIONS	33
STATUTORY EMPLOYMENT INFORMATION - FAIR WORK INFORMATION STATEMENT	34
STATUTORY EMPLOYMENT INFORMATION - "IF YOU ARE INJURED AT WORK"	36



## HVP PLANTATIONS

HVP Plantations control the land in which we are logging. They have “7 LIFE PROTECTING RULES” which must be followed at all times. The rules are put in place for your own safety and the safety of all people on the site. Every employee at Mountain Logging must abide by these rules at all times, failure to comply will result in disciplinary actions, which could include termination of employment. Please read the life protecting rules carefully as you will be monitored to ensure that you are abiding by them.

### LIFE PROTECTING RULES

HVP Plantations is committed to protecting Your health and safety and we expect a similar commitment from You. These LIFE PROTECTING RULES describe behaviour that if breached may put Your life and the life of others at risk.

These rules apply to all of us, HVP employees, HVP contractors and their employees or subcontractors (the contractor’s “workers”) and visitors (“You”).

#### **LPR #1. Isolate energy sources**

*Before starting maintenance work on a vehicle, or item of plant or equipment, you must make sure all energy sources (which may cause a serious injury or fatality if released) are isolated. This includes electrical, pressure, gravity chemical or mechanical energy sources.*

#### **LPR #2. Don’t modify safety features**

*You must NEVER modify, bypass or override a safety feature of a vehicle, item of plant or equipment.*

#### **LPR #3. Maintain a safe work zone**

*Keep a safe working distance and You must always receive verbal approval and acknowledgment from the operator, before entering the work zone of any plant, vehicle, equipment or hand faller.*

#### **LPR #4. Wear a seat belt**

*You must wear a seatbelt in all mobile machines, items of plant and vehicles if one is fitted, while it is moving.*

#### **LPR #5. Don’t have drugs or alcohol in your system**

*You must arrive at work, and while at work, remain in a condition free from the effects of drugs and alcohol.*

#### **LPR #6. Stay clear of operating ropes during cable harvesting operations**

*You must not be within the bight of any operating rope, or below a moving rope during a cable operation.*

#### **LPR #7. Retreat to a safe position during cable harvesting operations**

*All choker setters on a cable operation must retreat to a safe retreat position (as detailed in the operation’s safe work procedures) before in haul starts.*

**STOP** and **ACT** on unsafe behaviour; if you observe a breach of a **LIFE PROTECTING RULE** you must take immediate action.



## **HVP LIFE PROTECTING RULES (continued)**

**DISCIPLINARY PROCEDURES** ⇒ If you breach a **LIFE PROTECTING RULE** - You may be required to STOP work and leave the worksite immediately. You may only return to work if HVP is satisfied that you are able to work safely.

**Purpose:** HVP Plantations is committed to protecting the health and safety of everyone on its land and expects a similar commitment from its contractors.

As plantation managers our expertise is in growing timber. We are not experts in the activities our contractors and their workers perform – we rely on our contractor's expertise to safely perform these activities. Our mission is to work cooperatively with our contractors to maximize safety and ensure everyone returns home safely each night.

The risk of accidents causing injury or death can be eliminated or significantly reduced by ensuring all safety rules are followed.

The **LIFE PROTECTING RULES** together with the **SAFETY PRINCIPLES** summarise HVP's approach to safety and support the fundamental principles of safety which involve identifying hazards, eliminating or managing risks and promoting and utilising risk control mechanisms in all operations and functions.

The **LIFE PROTECTING RULES** are a summary only. Contractors are primarily responsible for safety matters for their activities and must have appropriate documented health, safety and disciplinary procedures and the **LIFE PROTECTING RULES** and **SAFETY PRINCIPLES** should be read together with these.

**Scope:** The **LIFE PROTECTING RULES** apply to all of us, HVP employees, HVP contractors and their employees or subcontractors (the contractors "workers") and visitors ("**You**").

### **WHAT DO YOU DO IF YOU OBSERVE A BREACH OF A LIFE PROTECTING RULE**

If you observe a breach of a **Life Protecting Rule** you must **STOP** and **ACT** immediately, no matter how senior or junior the person committing the breach is.

Immediate action involves:

1. Suspending or shutting down works due to safety concerns if necessary;
2. Notifying the individual concerned that they have been observed breaching a Life Protecting Rule;
3. Complete an Incident Notification Form and forward to the relevant HVP Functional Manager.

### **INCIDENT REVIEW PROCESS**


1. HVP will notify the contractor principal that their employee has reportedly breached a Life Protecting Rule and is suspended from entering HVP land as per Clause 10.4 of standard contract;
2. If the contractor wishes to overturn this suspension, they must present a case to their HVP Functional Manager for consideration;
3. HVP will respond within 48 hours whether the suspension has been lifted;
4. A record of the episode will be recorded on HVP's OH&S system.



**RESPONSIBILITY - INDIVIDUAL**

<p>What do I need to do to make the system work?</p>	<p>You must:</p> <ul style="list-style-type: none"> <li>○ Take reasonable care of your own health and safety.</li> <li>○ Follow instructions carefully.</li> <li>○ Identify hazards and potential unplanned environmental impacts when you see them.</li> <li>○ Report injuries immediately.</li> </ul> <p>You must not:</p> <ul style="list-style-type: none"> <li>○ Interfere or misuse anything provided for in the interests of health, safety or welfare.</li> <li>○ Put any other person at risk.</li> </ul> <p><i>Section 25 of the Occupational Health and Safety Act, 2004, reinforces these requirements</i></p>
--	--

**RESPONSIBILITY - DISCIPLINARY PROCEDURES**

<p>What happens if I do not follow safety rules?</p> 	<p>Breaches of requirements outlined in this Induction Manual and relevant Job Procedures will result in disciplinary action in accordance with The Small Business Fair Dismissal Code. Further information on the application of the Code, genuine redundancy and unfair dismissal is available at <a href="http://www.fairwork.gov.au">www.fairwork.gov.au</a> or by contacting the Fair Work Infoline on 13 13 94.</p> <p><b>Summary Dismissal</b></p> <p>Where your conduct in our view is sufficiently serious to justify immediate dismissal you will be dismissed without notice or warning. Serious misconduct includes theft, fraud, violence and serious breaches of occupational health and safety procedures. Examples of misconduct that we would consider serious include but are not limited to:</p> <ul style="list-style-type: none"> <li>• an allegation of theft, fraud or violence reported to the police on reasonable grounds.</li> <li>• any act or omission that exposes any person in the immediate vicinity to an immediate risk to their health or safety.</li> </ul> <p><b>Other Dismissal</b></p> <p>In other cases where we believe your conduct is unsatisfactory you will receive a written warning that will:</p> <ul style="list-style-type: none"> <li>○ Outline the reason for the warning;</li> <li>○ Describe what behavioural changes you must make;</li> <li>○ An offer for further training or mentoring to improve or develop your skill; and</li> <li>○ A date for the review of your behaviour.</li> </ul> <p>Failure to improve or change your conduct will result in us providing you with written notice of our intention to dismiss you. You will have 24 hours to respond to this notice with written reasons why we should not terminate your employment. A failure to provide satisfactory reasons will result in the termination of your employment.</p>
--	--





**CONSULTATION – WORK PLACE COMMUNICATION**

Why is communication so important?

Good communication is a vital part of a safe and productive workplace. Our safety management system is designed to ensure:

- Issues are discussed openly and promptly.
- A record is made so that things are not forgotten.
- When things are done they are reviewed, by the person who raised the issue until they are satisfied.

What formal communication processes exist?



Formal communication processes mean that things are written down to generate a record for future reference. Written records will be held and filed for 5 years unless specified somewhere else.

Written records that you are responsible for are:

- Facilities Checklists** are completed every three months.
- Tool Box Talks**
  - If there is some problem you want discussed by the crew you are encouraged to write it in the Tool Box Talk book. The Logging Team Leader will arrange for it to be discussed.
  - Whenever possible we will discuss the minutes of a relevant Safety Committee. These will provide information about incidents on other crews and lessons learnt from these incidents.
  - Toolbox meetings will take place atleast every three months.
- Machinery Checklists**
  - Checklists for plant and equipment are to be completed daily.
  - Checklists for chainsaws are to be completed weekly.
- Incident Notification Form**  
**"If you are injured"** you must tell us so we can make sure you are looked after properly and we can work out ways to stop a similar injury happening in the future. The best way to do this is to tell the Supervisor. An "if you are injured at work" poster is available on each site or office. Be sure that you know where this poster is situated. This poster tells you how to make a worker's compensation claim. Our **Register of Injuries** is the first thing you must fill in.

Please ensure you know where to find the **Register of Injuries**.

What informal Communication Processes exist?



- It is important that everyone in the crew constantly talks to each other.
- In order to make this easier to do we have supplied **UHF radios**. If you see something that may injure someone else use your radio to tell them about it.
  - Rest breaks are scheduled** so you have a chance to talk about things. Make sure that if something is worrying you that you talk about it with someone.



**CONSULTATION - ISSUE RESOLUTION**

What is the **Issue Resolution** procedure?

Issue resolution is the process you use to make sure that “**A serious threat to the health and safety of any person**” is dealt with immediately. The law ensures that no person is placed at a **financial disadvantage** because they raise a health and safety issue.

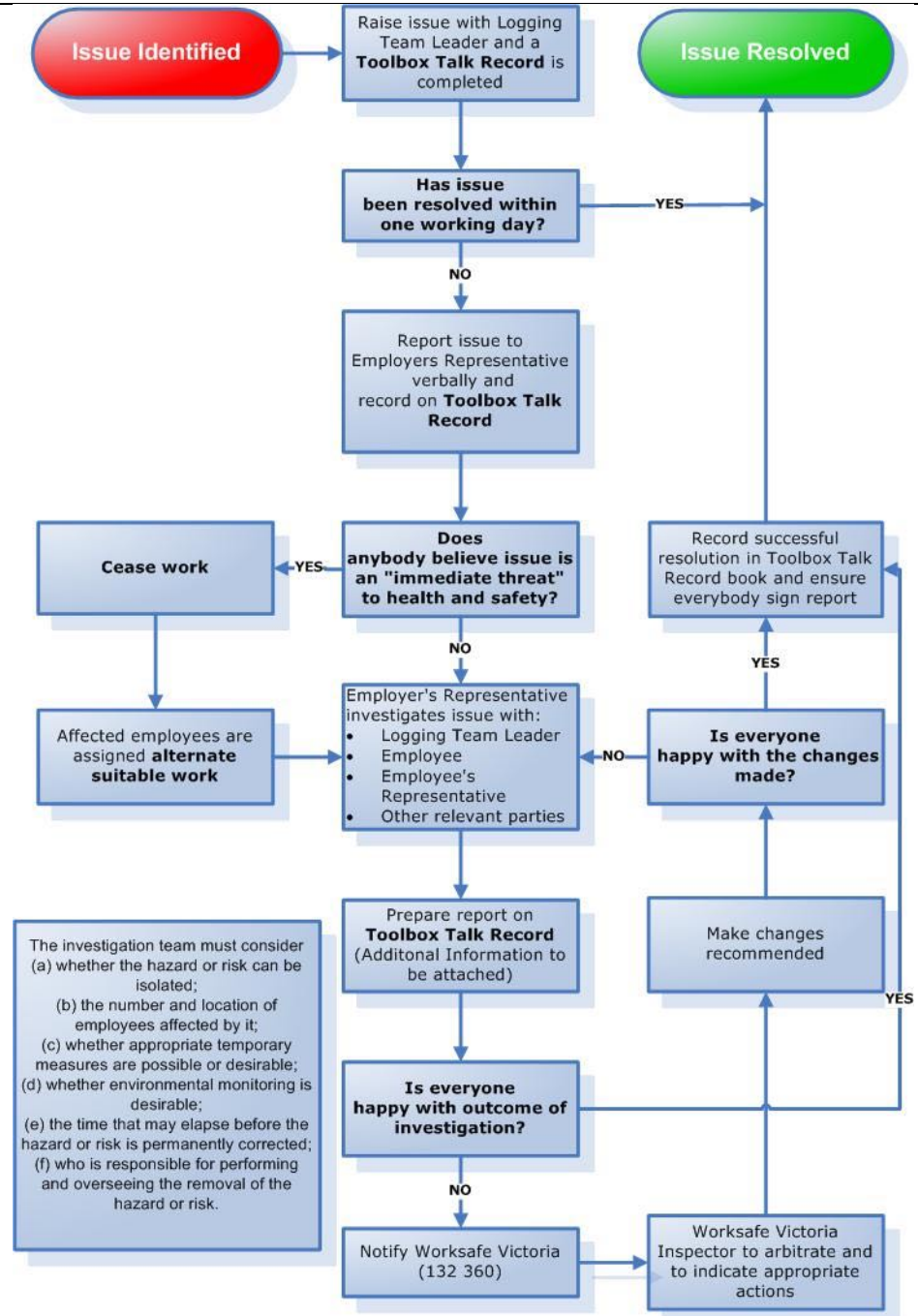
The procedure has been designed to comply with the requirements of *Section 73 of the Occupational Health and Safety Act, 2004*.

This procedure has been agreed within the workplace at a toolbox meeting.



**Issues that may arise:**

- Being asked to fall unsafe trees.
- Being asked to work too many hours.
- Being asked to work on too steep a slope.




Who is the Employer's Representative?

The **Employer's representative** is a person who has been empowered to resolve OH&S disputes by management.

The Employer's Representative is **ANDREW MAHNKEN**.



**HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL OF RISKS**



<p>How are hazards identified and recorded?</p> 	<p><b>Hazard assessment</b> is undertaken in accordance with the procedure outlined in our OH&amp;S Manual. There are 2 types of hazard assessments.</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> <b>Job assessments</b> to consider the health and safety hazards and environmental aspects of a particular to a job. You have an opportunity to review this assessment when each Work Procedure is explained to you.</li> <li><input checked="" type="checkbox"/> <b>Hazard assessments related to the place you are working</b>, including: <ul style="list-style-type: none"> <li>○ <b>Work Area Assessments</b> - to consider issues particular to harvesting a defined work area within the coupe.</li> <li>○ <b>Landing Hazard Assessments</b>– to consider issues particular to each landing.</li> </ul> </li> </ul> <p>If there is anything you notice that is dangerous, make sure it gets written down and something is done about it.</p> <p><u>You may be asked “What hazards do you know about on this coupe?”</u></p> <p>Remember, whenever hazard assessments are undertaken, you should be asked about the hazards that affect you and ways you think they can be managed.</p> <p>Hazard assessment is a good way to identify things that may make your <b>job easier and safer</b>.</p>
<p>What hazards are likely to injure me?</p>	<p>These hazards have caused serious injuries in our industry:</p> <ul style="list-style-type: none"> <li>○ <b>Branches or trees falling.</b></li> <li>○ <b>Falling.</b></li> <li>○ <b>Being struck by a machine.</b></li> <li>○ <b>Twisting and lifting at the same time.</b></li> <li>○ <b>Logs rolling or falling from log stacks and trucks.</b></li> <li>○ <b>Being cut by a chainsaw.</b></li> <li>○ <b>Lifting heavy objects.</b></li> <li>○ <b>Slipping or tripping.</b></li> </ul>
<p>What hazards may damage my health?</p>	<p>Sometimes the impact of a hazard is not apparent immediately. However, things you are exposed to at work may have long-term impacts on your health. These include:</p> <ul style="list-style-type: none"> <li>○ <b>Noise.</b></li> <li>○ <b>UV Radiation. (sunshine)</b></li> <li>○ <b>Vibration in machines.</b></li> <li>○ <b>Handling fuels or oils.</b></li> <li>○ <b>Not drinking enough water.</b></li> <li>○ <b>Throwing straps or chains.</b></li> </ul>
<p>Are there any other issues that I should be aware of?</p>	<p>Some <b>other hazards</b> will not cause an injury but they may <b>increase the chance</b> that you will be injured because they <b>reduce</b> your ability to <b>concentrate</b> or they make it <b>harder to recognise</b> other hazards. These include:</p> <ul style="list-style-type: none"> <li>○ <b>Fatigue. (tiredness or lack of sleep)</b></li> <li>○ <b>Working Alone.</b></li> <li>○ <b>Horse Play.</b></li> <li>○ <b>Drinking Alcohol.</b></li> <li>○ <b>Working at Night.</b></li> <li>○ <b>Using Illicit Drugs.</b></li> </ul>



**PERSONAL PROTECTIVE EQUIPMENT (PPE) – USE AND MAINTENANCE**

<p>What is PPE?</p>	<p>PPE is an abbreviation for Personal Protective Equipment. These are things that you can wear to reduce the chance of a serious injury.</p> <p>The law in Victoria encourages things to be managed in a way that reduces the need to wear PPE, e.g. using a quieter machine rather than wearing hearing protection.</p>
<p>What PPE must be worn?</p>	<p>Your Work Procedure will specify what PPE is required to undertake a particular task.</p> <p>The <i>Industry Standard for Safety in Forest Operations – Harvesting and Haulage</i> makes it very clear what PPE people working in the forest are expected to wear.</p> <p>Where a Work Procedure specifies that you are required to wear a piece of PPE, then you must wear it.</p> <p><b>Not wearing PPE is something that will result in immediate disciplinary action.</b></p> <p>The type of PPE you may have to wear is as follows:</p> <ul style="list-style-type: none"> <li>○ <b>Safety Helmet.</b></li> <li>○ <b>Hearing Protection.</b></li> <li>○ <b>Safety Gloves.</b></li> <li>○ <b>High Visibility Clothing.</b></li> <li>○ <b>Safety Footwear.</b></li> <li>○ <b>Cut Resistant Leg Protection.</b></li> <li>○ <b>Eye protection.</b></li> </ul>
<p>What are the rules about wearing PPE?</p>	<p>Some types of PPE need to be kept in good condition to be effective. It is your responsibility to ensure that your PPE is well maintained. The following section provides information about what things are important to know about your PPE.</p>

**PERSONAL PROTECTIVE EQUIPMENT (PPE) – SAFETY HELMETS**

	<p>Relevant Australian Standard</p> <p>AS/NZS 1801:1997</p>  <ul style="list-style-type: none"> <li>○ Do not write or stick anything on the shell of the helmet.</li> <li>○ The harness should be replaced every 2 years and outer shell every three years.</li> <li>○ The date your safety helmet was issued to you should be written inside your helmet on the sticker supplied.</li> </ul>
---	--



**PERSONAL PROTECTIVE EQUIPMENT (PPE) – SAFETY FOOTWEAR**



Relevant Australian Standard

AS/NZS 2210:1994



- You must wear footwear that has a protective toe of class 1. Failure to wear protective footwear can result in cut or broken toes.
- Protective footwear should be cleaned regularly.
- Ensure socks and boots are dry before you wear them each day, to reduce the chance of sore and itchy feet. Alternating boots each day is a good idea and wearing a clean pair of socks each day, reduces the chance of foot problems.
- Boots should be replaced when treads become worn.
- Boots should be replaced when the upper is damaged, so that the protective toe is not exposed.

**PERSONAL PROTECTIVE EQUIPMENT (PPE) – HEARING PROTECTION**



Relevant Australian Standard

AS/NZS 1270:2002



- You must wear either earplugs or earmuffs when instructed by your Work Procedures or when a blue sticker displaying earmuffs is attached to the machine, or piece of equipment you are operating.
- If the earmuff cushion does not form a tight seal around the ear, the earmuff will not be effective. Things that reduce the quality of the seal include:
  - wearing spectacles,
  - cracking of the cushion,
  - old springs on your hat that stop the muff clamping tight.
- You are encouraged to wear hearing protection whenever you drive a machine.

**PERSONAL PROTECTIVE EQUIPMENT (PPE) – CUT RESISTANT LEG PROTECTION**



Relevant Australian Standard

AS/NZS 4453.3:1997



- You must wear cut resistant leg protection when using a hand held chainsaw.
- The protective material in these trousers normally works by, snagging the chain by many layers of fabric. This effect is reduced if the layers are stuck or sewn together.
- Where the protective materials have been damaged or cut by a saw chain, the garment shall be discarded.
- If the chainsaw fuel is spilled over the garment, then it must be cleaned as soon as possible after contamination.
- Sewing through the protective layers is prohibited.



**PERSONAL PROTECTIVE EQUIPMENT (PPE) – HAND PROTECTION**



Relevant Australian Standard

AS/NZS 2161.1:2000



- You must wear Safety Gloves when directed by Work Procedures.
- The type of glove you wear should be matched with the type of hazard. Examples are listed below:

- Abrasive hazards (like handling ropes). ⇒ **Leather/pigskin gloves.**
- Fuels / Oils. ⇒ **PVC gloves.**

- Gloves must be replaced if the seams have failed, there is wear between the fingers or there are any other obvious faults.

**PERSONAL PROTECTIVE EQUIPMENT (PPE) – EYE PROTECTION**



Relevant Australian Standard

AS/NZS 1336:1997



- You must wear eye protection when using a chainsaw.
- You may also need to use eye protection when dust or other debris is likely to get in your eyes.
- You may wear a full face screen or glasses. Glasses have the added benefit of providing protection from sun glare.
- It takes a while for your eyes to get used to wearing eye protection. If you get headaches or dizziness, you may need to change the task your doing to let your eyes adjust. If glasses are too tight they can cause headaches. Make sure your eye protection is comfortable.

**PERSONAL PROTECTIVE EQUIPMENT (PPE) – HIGH VISIBILITY CLOTHING**



Relevant Australian Standard

AS/NZS 4062:1999



- An outer garment of highly visible iridescent material must be worn at all times.
- The high visibility garment must be worn so that it cannot become entangled.
- When working in dull or dark conditions you must wear a garment labelled with a (N).
- Garments should be replaced when they become badly damaged, soiled or faded.

**PERSONAL PROTECTIVE EQUIPMENT (PPE) – SUN PROTECTION**



- You should wear long sleeved shirts and hats when you work in areas that are not shaded. Where this is not possible ensure you use the Sun Block provided.
- Sun Block should be reapplied at regular intervals.



**RULES – OUR COMPANY**

<p>Are there any other rules I need to know?</p>	<p>Some hazards are best managed by making rules prohibiting certain behaviour. These are described below.</p>
<p><b>Report to work fit and alert.</b></p>	<p>When you report to work, you must be capable of carrying out your assigned duties in an efficient and alert manner.</p> <p>This means the levels of alcohol or other substances (legal or illegal) must be within safe limits for the operation of heavy plant or vehicles. Random testing may occur. If we decide to proceed with random testing this will be discussed at tool box meeting prior to the first set of tests.</p> <p>If you are receiving medical treatment, inform your doctor about the nature of your job, and enquire if the treatment will produce any side effects that might affect your operating ability. If this is the case, you must notify your Supervisor immediately.</p>
<p><b>Working Alone.</b></p>	<p>Schedules will be arranged so that working alone is minimised.</p> <p>Working alone will only be permitted where the person doing so is in an area where emergency communication is available <b>all the time</b>, and the condition of the person is checked <b>at least every two hours</b>. You must obtain permission from your manager prior to working alone and decide with them what records will be kept of checks on your well-being.</p>
<p><b>Illegal drugs.</b></p>	<p>Illegal drugs are not permitted on any MOUNTAIN LOGGING PTY LTD operation. Failure to comply with this rule constitutes serious misconduct.</p>
<p><b>Alcohol.</b></p>	<p>The possession, consumption or distribution of alcohol is totally prohibited in production areas. Failure to comply with this rule constitutes serious misconduct.</p> <p>MOUNTAIN LOGGING PTY LTD expects all employees to have zero blood alcohol content whilst undertaking work on its behalf.</p>
<p><b>Offensive literature.</b></p>	<p>Offensive literature is not permitted in any MOUNTAIN LOGGING PTY LTD machine, vehicle or other workplace facility, including workshops, site huts or caravans. Failure to comply with this rule constitutes serious misconduct.</p>
<p><b>Mobile Phone Use.</b></p>	<ul style="list-style-type: none"> <li>○ Mobile phone supplied by the company must only be used for work related calls or emergencies.</li> <li>○ Personal mobile phones are not permitted on any MOUNTAIN LOGGING PTY LTD operation without prior agreement from management.</li> </ul>
<p><b>Long Hair.</b></p>	<p>Long hair must be contained in a cap, hair net or be tied back when working around chainsaws.</p>
<p><b>Lightning / Electric Shock.</b></p>	<p>If you believe you have received an electric shock from any source including lightning;</p> <ul style="list-style-type: none"> <li>○ Stop work.</li> <li>○ Tell your supervisor and ask him to immediately arrange transport to a doctor.</li> <li>○ You must not drive yourself.</li> </ul>



**RULES - WORKING IN THE BUSH**

**What are the forest owner's rules for working in the bush?**

The **Logging Team Leader** is responsible for ensuring operations are undertaken in accordance with the **Code of Practices For Timber Production** and where applicable the specific **Utilisation Procedures** or Land Managers interpretations for this Forest Management Area.

Importantly, the rules relevant to operating within this Coupe are described in the **Coupe Plan**.

You must follow the instructions in the **Coupe Plan** and hence the requirements of the **Code of Forest Practices for Timber Production** and **Utilisation Procedures** or land managers interpretations.

If you believe that the requirements of the **Coupe Plan** will put your safety at risk, tell the **Logging Team Leader** and write your concerns in the **Coupe Diary** or **Toolbox Talk Book**.

Make sure that your concerns are thoroughly addressed via the **Issue Resolution Procedure**.

**HAZARD MANAGEMENT - SAFE WORK AREA**

**What is my Work Zone?**



One of the greatest dangers a person working in the forest faces is being struck by logs, trees or pieces of machinery.

Your work zone is the area of coupe / site in which you work. It is an area in which the risk of you being struck or crushed by someone else's work is eliminated.

Depending on your job, it may also be an area where you could seriously injure anyone else who enters it.

It may change as you move through the coupe / site.

It is your **primary responsibility** to ensure that you preserve your work zone. This is best achieved either by:

- **A physical barrier – for example: a parked vehicle placed between yourselves and operational machinery.**
- **Distance – for example: do not get within two tree lengths of any tree being snigged.**

If you are unable to ensure your work zone is safe for you or anyone else **STOP WORKING IMMEDIATELY. Do not recommence operation** until the hazards that concern you have been eliminated or appropriate control measures implemented.

No one else is permitted to enter your work zone unless you have given explicit permission using your UHF radio.





## **HAZARD MANAGEMENT – CLOSE PROXIMITY PLAN**

### **What is a Close Proximity Plan?**



A close proximity plan is a control strategy that must be prepared whenever a person not protected by a AS/NZS 2294.1 compliant canopy is required to work within two tree lengths of falling operations or immediately below falling operations in steep country.

A **2-Tree Length Control / Close Proximity Plan** form must be completed.

A completed form will indicate:

- Why the two-tree lengths safe working distance cannot be maintained.
- The availability of radio communication and suitable headsets (where machine noise levels are greater than 85dba) for all workers.
- The requirement for workers to inform and receive acknowledgement every time they enter another person's work zone.
- The name of the employee who is responsible for controlling the entry and exit from the two tree length zone.
- The system of work that is to be used.
- Formal agreement of all workers.

If agreement cannot be reached by all crew members then a separation distance of greater than two tree lengths must be maintained.

**Immediately cease operations** if safe separation distances are not being maintained.



**HAZARD MANAGEMENT – WORK ZONES**

**Can I enter someone else's work zone?**

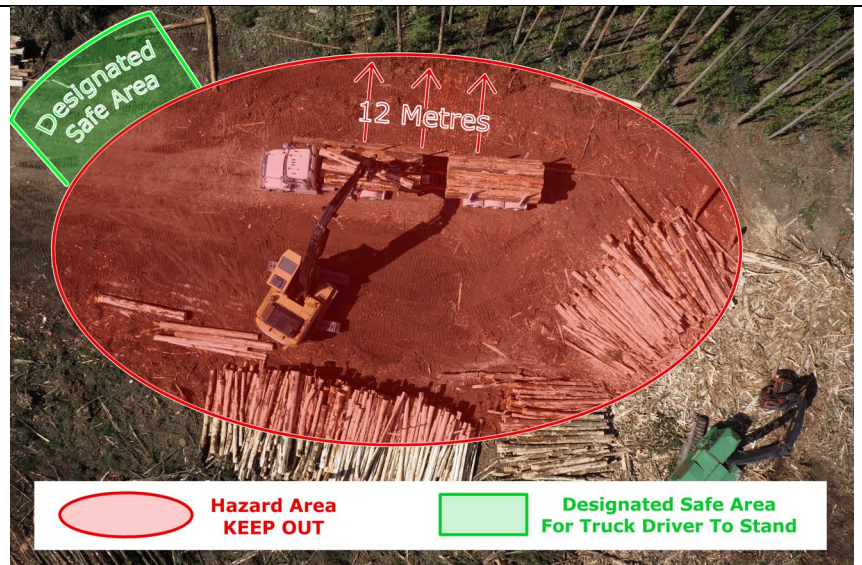
You must never enter any other person's work zone without requesting and receiving permission to enter via the UHF radio.

**The work zones for other workers on an active logging coupe are as follows:**

<b>Tree Faller (Hand or Mechanical).</b>	<ul style="list-style-type: none"> <li>A distance of 2 tree lengths from the falling activities.</li> </ul>
<b>Mechanical processor.</b>	<ul style="list-style-type: none"> <li>A radius of twice the length of any trees or logs being processed.</li> </ul>
<b>Forwarder Operations.</b>	<ul style="list-style-type: none"> <li><b>While Loading Trucks:</b> A radius of twice the length of any wood being handled or a minimum distance of 15 metres.</li> <li><b>While Forwarding Wood:</b> A distance of 2 tree lengths from any part of the machine.</li> </ul>
<b>Skidder Operations.</b>	<ul style="list-style-type: none"> <li>A distance of 2 tree lengths from any part of the machine or the snig.</li> </ul>
<b>Dozer Operations (snigging, scrubbing, roading, etc).</b>	<ul style="list-style-type: none"> <li>A distance of 2 tree lengths from any part of the machine or the snig.</li> </ul>

**What other work zones do I need to know about?**

**Excavator Operations on Landing.**



- Absolute minimum distance of greater than 12 metres from the centre pivot of the excavator.
- Must have a physical barrier between himself and any operational machine, or
- A distance greater than the logs / trees being processed.
- The designated area at which the log truck driver must remain in during the loading and unloading operations must be agreed upon between the loader operator and the truck driver prior to operations commencing. The designated area must be documented and acknowledged by both operators.
- The designated area may be within the log trucks cabin or in an area outside the log trucks and the loader's work zone, preferably in clear view of the loader operator.

**Dumpman.**

**Truck Driver.**



**HAZARD MANAGEMENT - HAZARDOUS MANUAL HANDLING**

**Hazardous  
Manual Handling.**

Manual handling includes lifting, pushing, pulling, grabbing, holding, reaching or carrying objects.

We will:

- Review your worksite to identify manual handling hazards and control them as far as is reasonably possible.

However, given the variable nature of the forest environment you must:

- Test any load to be lifted or carried.
- Use a mechanical aid if appropriate.
- Get assistance if appropriate.
- Place your feet as close to the load as possible, have secure footing and adopt a balanced position.
- Bend your knees rather than your back when lifting from below waist height.
- When turning with a load you should turn with your feet rather than twisting your hips.
- Where possible avoid lifting loads above shoulder height.

You must not:

- Continue to undertake a particular task if you are experiencing excessive muscle or joint soreness.
- Reef or jerk loads while lifting.

Associated documentation:

- Work Procedures and LIRO Manual.

**HAZARD MANAGEMENT - REPETITIVE MOTION DISORDERS**

**Repetitive motion  
disorders.**

Repetitive motion disorders are a family of muscular conditions that result from repeated motions performed in the course of normal work or daily activities caused by too many uninterrupted repetitions of an activity or motion such as:

- twisting the arm or wrist,
- overexertion,
- incorrect posture, or
- muscle fatigue.

They occur most commonly in the hands, wrists, elbows, and shoulders, but can also happen in the neck, back, hips, knees, feet, legs, and ankles. The disorders are characterized by pain, tingling, numbness, visible swelling or redness of the affected area, and the loss of flexibility and strength.

You must:

- Report any injuries / soreness to your supervisor.

We will:

- Rotate job functions where there is a risk of repetitive motion injuries.
- Adjust your work station to suit your size and stature.

You must not:

- Continue to undertake a particular task if you are experiencing excessive muscle or joint soreness.

Associated documentation:

- Work Procedures and LIRO Manual.



**HAZARD MANAGEMENT – HAZARDOUS SUBSTANCES**

**Purchasing, risk reduction and disposal.**

1. Whenever we purchase a substance we ask the supplier for a Material Safety Data Sheet (MSDS).
2. We check the MSDS to see if the substance is hazardous.
3. If the substance is hazardous we try to find an alternative to using this substance.
4. If there are no alternatives, for example diesel fuel, then we complete a hazard assessment of the substance and identify the things that need to be done to reduce the risk of harmful effects from handling the substance.
5. All hazardous substances are stored in properly designed containers that clearly identify their contents.
6. All empty containers and waste material will be disposed of using an authorized hazardous waste disposal organization.

**Handling Hazardous Substances**

You must:

- Know where to locate an MSDS for any hazardous substances you need to use whilst doing your job.
- Follow any instructions for use on the container label, MSDS or work procedure.
- Promptly control all spills using spill control procedure.
- Wear gloves when handling hazardous substances.
- Wear any other personal protective clothing identified in the MSDS or the work procedure that is relevant to the job you are doing.
- Return all empty containers to our yard for storage and disposal.
- Return all waste or used chemicals (e.g. sump oil) to our yard for storage and disposal.

You must NOT:

- Use a substance that is not listed on the register of substances for your workplace.
- Use a hazardous substance if there is not a current MSDS onsite while you do the job.
- Decant a substance into a container that does not comply with the labeling requirements shown on the MSDS.

Required PPE in when handling hazardous substances:

- Safety Gloves as per AS/NZS 2161.1:2000.
- Eye protection as per AS/NZS 1336:1997 when decanting chemicals.
- Protective masks, overalls and waterproof boots as per Work Procedures and MSDS.

Associated documentation:

- Container labels.
- Register of substances.
- Material Safety Data Sheets.
- Work procedures.



## HAZARD MANAGEMENT - NOISE

### When working in a noisy environment.

All areas deemed to exceed 85dba will be signposted as mandatory hearing protection areas.



You must:

- Wear hearing protection within the sign posted mandatory hearing protection areas.
- Wear company approved / supplied hearing protection.
- Wear and fit hearing protection as per the manufacturers recommendations stated on the packaging.
- Regularly clean your hearing protection.
- Regularly inspect your hearing protection for faults or damage and replace components / unit as required.

You must not:

- Wear non approved / provided hearing protection.
- Wear damaged or faulty hearing protection.

Required PPE in mandatory areas:

- Hearing Protection AS/NZS 1270:2002.

Associated documentation:

- Fitting and wearing instructions on the manufacturers packaging.



## **HAZARD MANAGEMENT –LOG MARKING WITH PAINT**

Marking logs is an important part of our business. This is the way the logs we produce are tracked by our customers and how they work out how much to pay us. However, it is a hazardous task:

You need to be aware of the following hazards:

- Falling as you get in and out of a machine.
- Loose limbs and dead trees.
- Rolling or moving logs.
- Falling if you climb on the back of a truck or a logs stack.
- Other machines.
- Using a hazardous substance (paint) to mark the log.
- Getting paint drifting into your eyes or face.

### **When marking logs manually.**

You must:

- Review and sign landing / log loading area hazard assessment.
- Ensure that the log marking area is located one and half tree lengths from any hazardous tree.
- Ensure logs are placed so that the ends can be marked while standing on ground that is free of debris.
- Notify other machine operators and wait for them to answer before you leave the cabin of your machine or truck.
- Wear the required PPE while outside the cabin of your machine or truck.
- Use 3 points of contact as you exit or enter the cabin of your machine or truck.
- Wear PVC safety gloves if paint is specified as hazardous by the MSDS (Material Safety Data Sheet).
- Follow the “precautions for use specified” in the MSDS.
- Where possible, spray paint with the wind behind you.

You must not:

- Climb on any log stack.
- Climb on the back of trucks or machines to mark logs.
- Mark logs around face or head height.

Required PPE:

- Safety helmet.
- High visibility clothing.
- Safety footwear.
- PVC safety gloves (if paint is specified as hazardous)

Associated documentation:

- Material safety data sheets.
- Landing / log loading area hazard assessment.
- Log docketts.



**HAZARD MANAGEMENT –DRIVING COMPANY VEHICLE**

Driving to and from the logging coupe in a company vehicle involves the following hazards:

- Log trucks and other traffic on the road.
- Changing road conditions and hazards.
- Fatigue.

**When driving  
company vehicle  
to and from a  
logging coupe.**

You must:

- Adhere to speed limits and other road regulations.
- Drive according to road conditions.
- Ensure loads are properly secured.
- Notify other road users of your location while driving on controlled haulage routes.
- Familiarise yourself with vehicle's manual.
- Regular check vehicle safety.
- Ensure vehicle is serviced regularly.
- Stop for a rest break every two (2) hours.

You must not:

- Drive after working continuously for a period of 16 hours.

Associated documentation:

- Vehicle checklist.
- Vehicle manual.



**INSTRUCTIONS - ISOLATION PROCEDURE**

What is an **Isolation Procedure**?

Plant and equipment working on the coupe have massive potential to cause injury. This **Isolation Procedure** ensures that equipment is not used in a manner that may put anyone at risk.

When is an **Isolation Procedure** used?

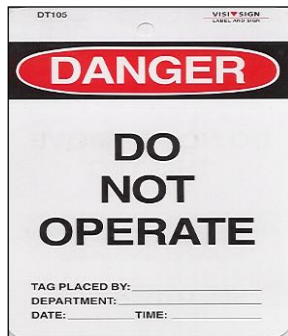
- After a hazard related to plant and equipment which poses an immediate risk of injury.
- During any repairs or maintenance.

How does a person **isolate a piece of plant**?



- Isolate all energy sources of the equipment. This may include removing ignition key or lowering all attachments to the ground.
- Attach a “Do Not Operate” tag in a location, which is in clear view of anyone attempting to start or operate a piece of equipment, i.e.: ignition switch or control levers.
- Where more than one piece of equipment is connected, but the fault lies with only one piece of the equipment. Both items of equipment must be tagged out.
- Where more than one person is repairing a piece of plant both people must attach a tag.
- Equipment with a tag attached must not be operated until the tag is removed.

**A “Do Not Operate” tag looks like this.**



Who can attach a **“Do Not Operate”** tag?

- Anyone who identifies a significant hazard.
- Mechanics working on plant.

Who can remove a **“Do Not Operate”** tag?

**Only the person who places the tag on the plant or equipment can remove it.**  
*NB: It is important to remember you have attached a tag. If you forget to remove the tag you can seriously disrupt the work of other people who may want to use the plant or equipment.*

What happens if a **“Do Not Operate”** tag is ignored?

If anyone ignores a **“Do Not Operate”** tag or removes one attached by someone else then they will receive a written warning.





**POLICIES – HEAT**

<p>Why do we need a <b>Heat Policy</b>?</p>	<p>Exposure to excessively hot conditions and over-exposure to UV rays can cause:</p> <ul style="list-style-type: none"><li>○ More accidents through reduced concentration.</li><li>○ Skin cancer.</li><li>○ Heat illness e.g. heat stroke, cramps, heat exhaustion, heat rashes.</li><li>○ Chronic heat exhaustion.</li><li>○ High blood pressure.</li><li>○ Aggravation to other medical problems.</li></ul>
<p>What does the <b>Heat Policy</b> involve?</p>	<p>The issue of heat is managed using 3 key tools:</p> <ol style="list-style-type: none"><li>1. Ensuring all employees are aware of the hazard and its control.</li><li>2. Providing employees with protective measures and minimising exposure to prolonged unprotected outdoor work.</li><li>3. Providing facilities for employees to minimise exposure to heat and to address the effects of heat.</li></ol>
<p>What measures do I take when undertaking <b>prolonged unprotected outdoor work</b>?</p>	<ul style="list-style-type: none"><li>○ <b>Wear long sleeved shirts and hats when you work in areas that are not shaded. Where this is not possible ensure you use the Sun Block provided.</b></li><li>○ Sun Block should be reapplied at regular intervals.</li><li>○ Purchase shirts with a built in UV protection rating.</li></ul>
<p>What <b>facilities</b> are provided to minimise exposure to heat?</p>	<ul style="list-style-type: none"><li>○ <b>Machines fitted with air conditioners.</b></li><li>○ <b>Cool rest areas.</b></li><li>○ <b>Non-alcoholic cool drinks.</b></li></ul>
<p>What procedures are implemented when the temperature exceeds 35°C.</p>	<p><b>Stop Work and have a Toolbox Meeting to develop a plan to ensure that systems of work minimise heat stress.</b></p>



**POLICIES – BULLYING**

<b>What is Bullying?</b>	<p>Bullying is repeated unreasonable behaviour directed towards an employee or group of employees that creates a risk to health and safety.</p> <p>Examples include:</p> <ul style="list-style-type: none"><li>○ Verbal abuse and yelling.</li><li>○ Humiliating someone through sarcasm, criticism or insults.</li><li>○ Constant criticism.</li><li>○ Exclusion of a person from workplace activities.</li><li>○ Giving someone the majority of unpleasant tasks.</li></ul>
<b>What do I do if I feel I am being bullied?</b>	<ul style="list-style-type: none"><li>○ Report your concerns to your supervisor.</li><li>○ Tell them what is happening and ask them to deal with the issue.</li><li>○ Supervisors are obliged to treat any reports seriously and sympathetically and investigate reports thoroughly and confidentially.</li><li>○ If you are not happy with their response implement the issue resolution procedure.</li></ul>
<b>What do I do if I see or hear someone being bullied?</b>	<ul style="list-style-type: none"><li>○ Report your concerns to your supervisor.</li><li>○ Tell them what is happening and ask them to deal with the issue.</li><li>○ Supervisors are obliged to treat any reports seriously and sympathetically and investigate reports thoroughly and confidentially.</li><li>○ If you are not happy with their response implement the issue resolution procedure.</li></ul>
<b>What are the consequences if I bully someone?</b>	<ul style="list-style-type: none"><li>○ When an investigation identifies that you have probably been involved in a bullying incident then a written warning will be issued outlining the nature of the incident.</li><li>○ This warning will be treated as a third or final warning.</li></ul>
<b>What are the consequences of causing physical harm to another employee?</b>	<ul style="list-style-type: none"><li>○ If after an investigation it is reasonably believed that you have caused physical harm to another employee this will result in immediate dismissal and the incident will be reported to the Police.</li></ul>



**POLICIES - SEXUAL HARASSMENT**

<p><b>What is Sexual Harassment?</b></p>	<p>A person sexually harasses another person if he or she:</p> <ul style="list-style-type: none"><li>○ makes an unwelcome sexual advance, or an unwelcome request for sexual favours, to the other person; or</li><li>○ engages in any other unwelcome conduct of a sexual nature.</li></ul> <p>In circumstances where a person would anticipate that the other person would be offended, humiliated or intimidated.</p> <p>This includes:</p> <ul style="list-style-type: none"><li>○ subjecting a person to any act of physical intimacy;</li><li>○ making, orally or in writing, any remark or statement with sexual connotations to a person or about a person in his or her presence;</li><li>○ making any gesture, action or comment of a sexual nature in a person's presence.</li></ul>
<p><b>What do I do if I feel I am being Sexually Harassed?</b></p>	<ul style="list-style-type: none"><li>○ Report your concerns to your supervisor.</li><li>○ Tell them what is happening and ask them to deal with the issue.</li><li>○ Supervisors are obliged to treat any reports seriously and sympathetically and investigate reports thoroughly and confidentially.</li><li>○ If you are not happy with their response implement the issue resolution procedure.</li></ul>
<p><b>What are the consequences if I sexually harass someone?</b></p>	<ul style="list-style-type: none"><li>○ When an investigation identifies that you have probably been involved in sexual harassment then a written warning will be issued outlining the nature of the incident unless, during the process of the investigation the person making the complaint indicates that such a response is inappropriate.</li><li>○ This warning will be treated as a third or final warning.</li></ul>



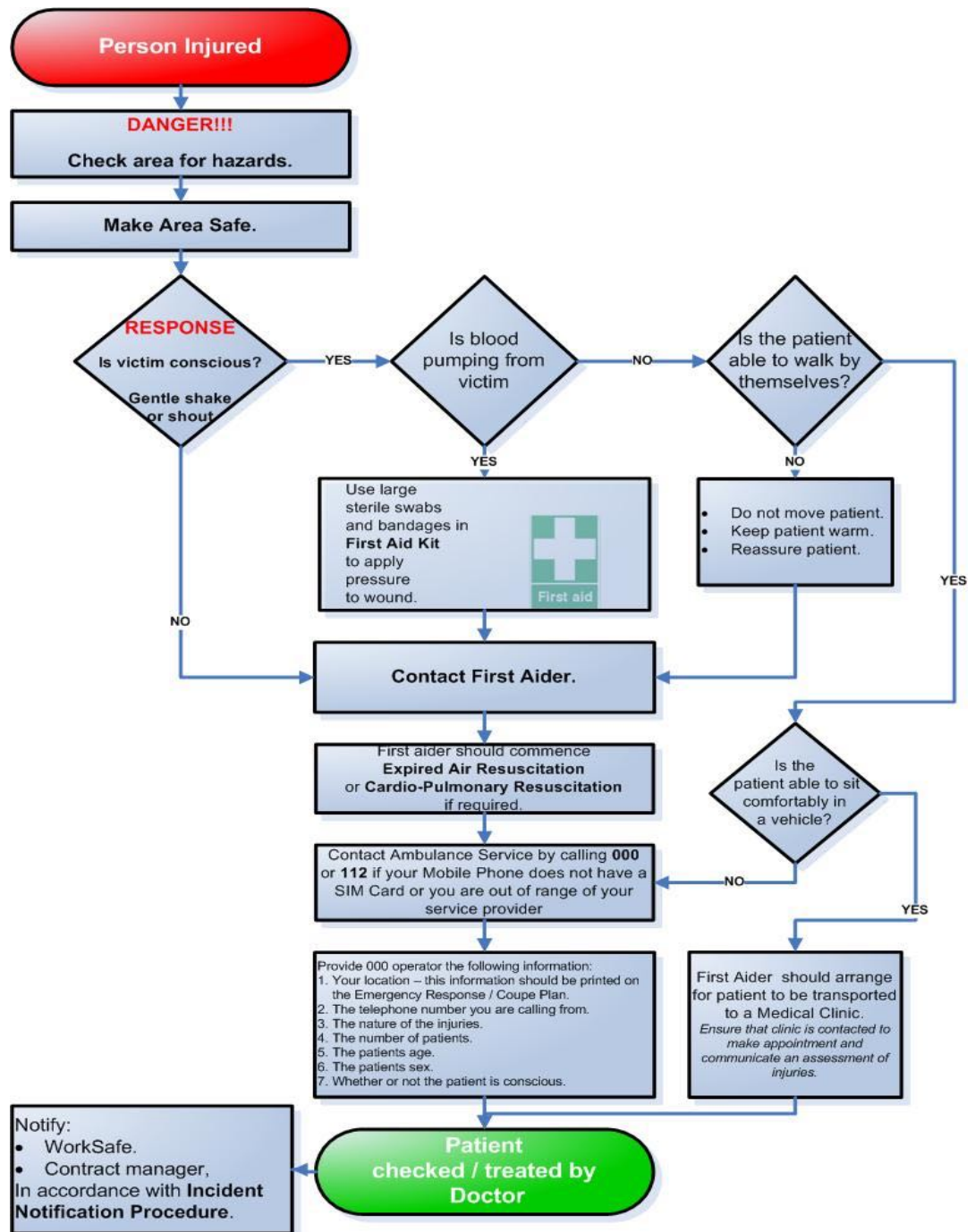
**EMERGENCY PROCEDURE - FIRST AID / EVACUATION**

What do I do if someone is injured?

The following flowchart outlines the requirements, of any crew member for dealing with an injured person.

Make sure you know where to find:

- The **phone number** to use to call an **Ambulance**,
- Details of **Coupe Location**
- Plans for meeting **Road Ambulance** or **Evacuation by Helicopter** (if necessary),
- The name of the crews trained **First Aider**, and
- The location of the **first aid kit**.



*Make sure all injuries are reported and the right paperwork is completed.*

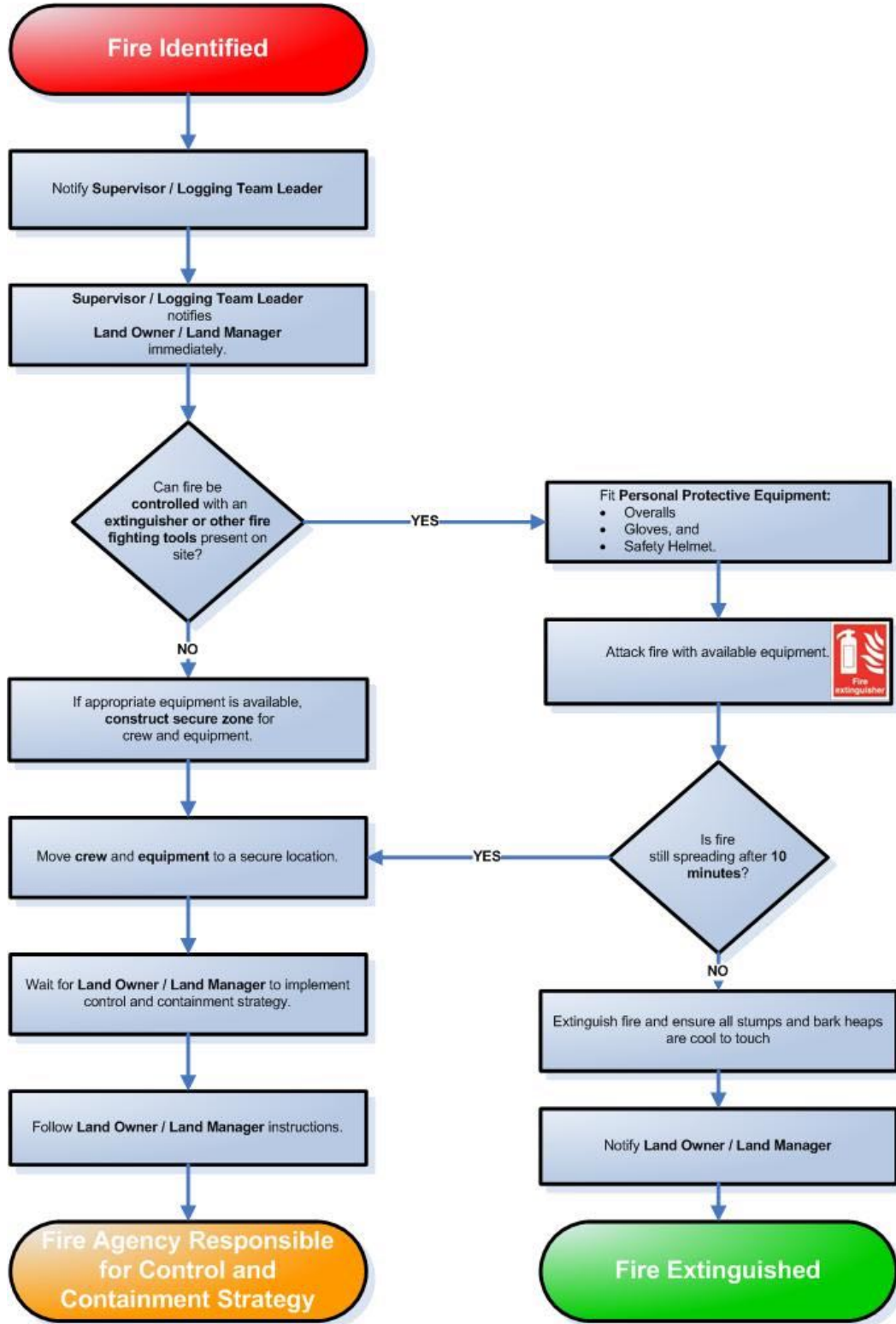


**EMERGENCY PROCEDURE - FIRE**

What if I notice a **Fire** on the coupe?

The following flowchart outlines the responsibilities, of the crew for handling fires on the coupe. Make sure you know where to find:

- **Fire extinguishers** and other **fire fighting equipment**.
- **PPE** for fighting fires.



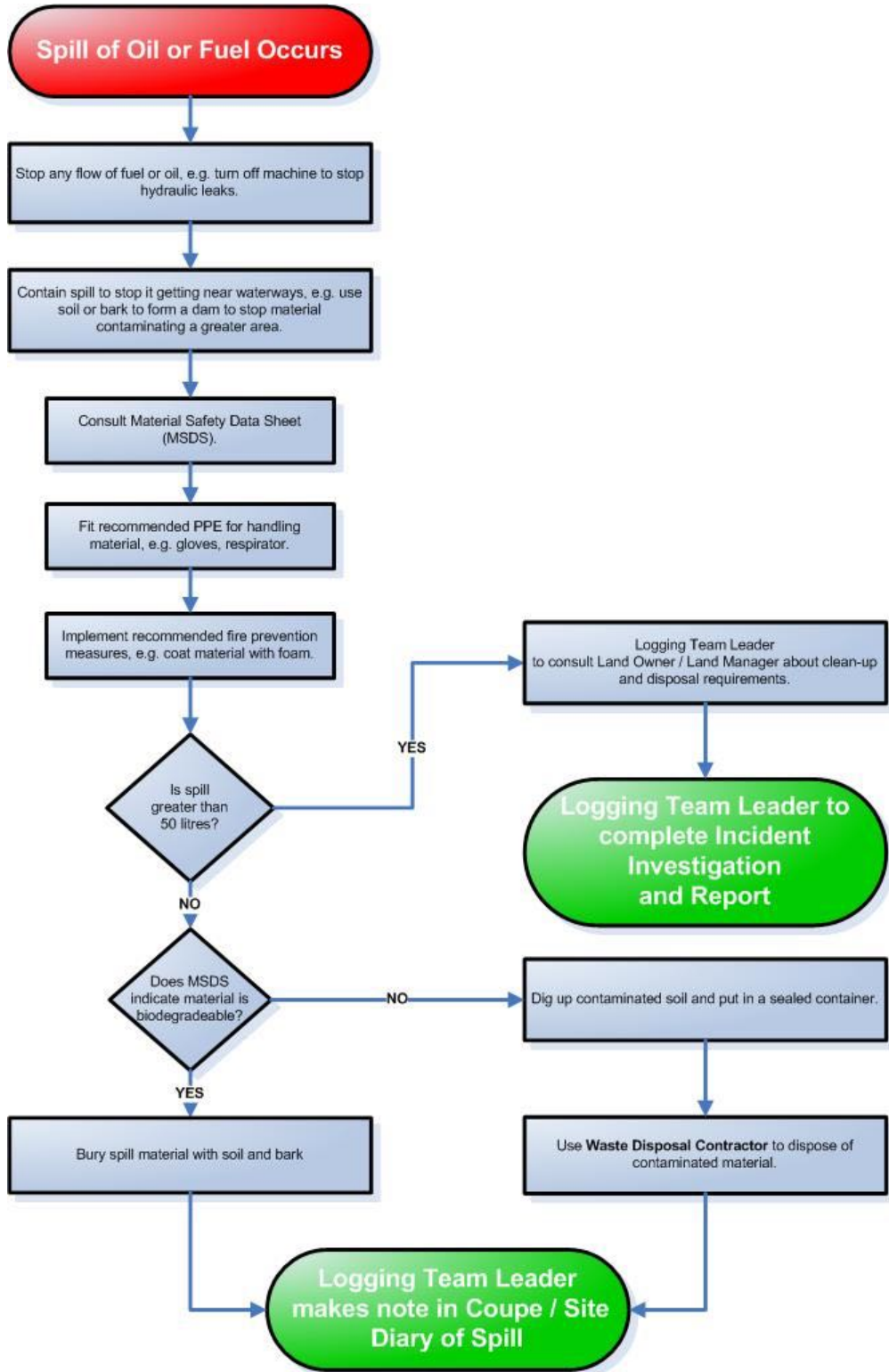


**EMERGENCY PROCEDURE - SPILLS**

What if **Oils or Fuels** are spilled on the soil?

The following flowchart outlines the responsibilities, of any crew member for handling spills on the coupe. Make sure you know where to find:

- **Material Safety Data Sheets.**
- **PPE for handling Fuels and Oils.**



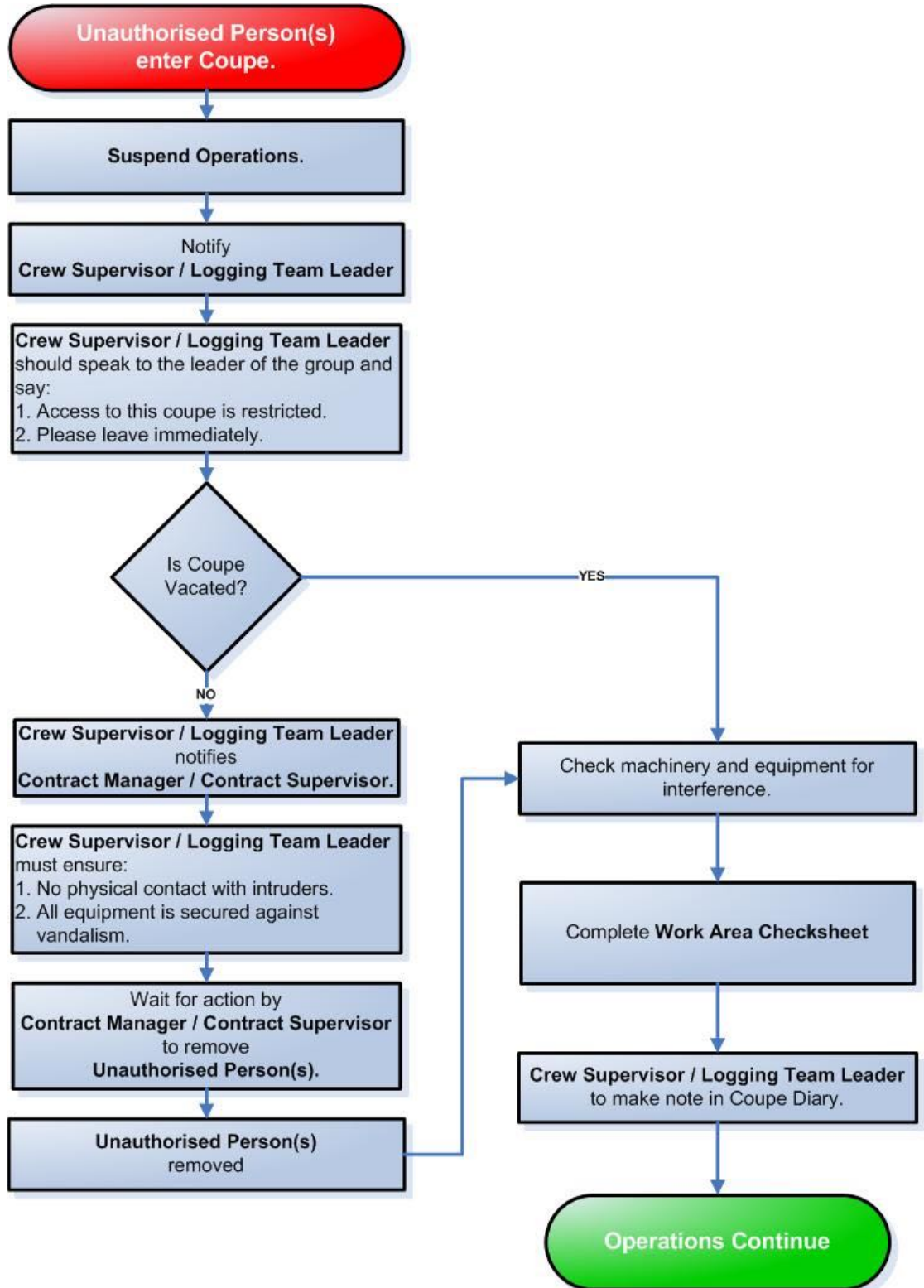


**EMERGENCY PROCEDURE – UNAUTHORISED INTRUDERS**

What if **unauthorised intruders** enter the coupe?

The following flowchart outlines the responsibilities of any crew member if any unauthorised people enter the coupe. Make sure you know where to find:

- **Contract Manager / Supervisor** contact details.





**EMERGENCY PROCEDURE – MOTOR VEHICLE INCIDENT ON PUBLIC ROAD**

Motor vehicle incidents can be potentially hazardous to the occupants of the vehicle(s) and to other road users, including emergency services personal, people assisting or onlookers and the general public.

1. Do not place yourself or others at risk.
2. Turn you hazard light on to warn others of the incident and possibly set up hazard triangles, if available.
3. Ensure that you are wearing a high visibility garment while working on or near the roadway.
4. Carefully assess the situation; you are now working on a public road where vehicles are commonly travelling at speeds of up to 100 kms.

**When you see a vehicle collision.**

- If you are the first person at the scene, pull completely off the road, away from the collision. Emergency personnel must be able to see the collision and stop next to it or near it for easy access to injured persons.
- Check to see if anyone is injured, you may need to search the area for victims who have been thrown from the vehicle or dazed and wondered off.
- If injured persons are present phone 000 or if available get someone else to call 000.
- The person calling 000 must be ready to answer questions such as: Name of the person calling and return phone number, nature of the incident, number of person(s) involved, location of incident, nature of injuries (bleeding, unconscious, without pulse). Do not hang up! Let the emergency dispatcher hang up first.
- Help anyone who is not already walking and talking. Do not move any injured persons unless he or she is in a burning vehicle or in other danger. Moving someone incorrectly often makes an injury worse.
- Apart from assisting injured people, do not interfere with the incident scene until authorised to do so.
- Implement traffic control measures if required.
- Move the vehicle(s) involved out of the traffic lane if it is not disabled, only if authorised to do so. Turn off ignition(s) of wrecked vehicles. Do not smoke!
- Notify the manager or your supervisor of the situation as soon as possible.

**If you are involved in a single (your vehicle) vehicle incident.**

- If you are injured phone 000 or get someone (may be the first to arrive on the scene) to contact 000 on your behalf.
- The person calling 000 must be ready to answer questions such as: Name of the person calling and return phone number, nature of the incident, number of person(s) involved, location of incident, nature of injuries (bleeding, unconscious, without pulse). Do not hang up! Let the emergency dispatcher hang up first.
- If you are able to contact the manager or supervisor do so.
- If you are uninjured move the vehicle off the roadway if it is not disabled.
- Take note of any property damage, this may include exchanging details such as names and addresses, contact details with the owners of any damages property or emergency agencies that attend the site.
- If unable to find the owner of any damaged property, leave a note with your name and address (and the name and address of the owner of the vehicle you are driving).
- When dealing with the owners of damaged property private or public or any emergency agencies do not admit any liability.
- Implement traffic control measures as required.
- Notify the manager or your supervisor of the situation as soon as possible.
- If there is any property damage and the owner (or Police) is not present, you must report the incident to the nearest open Police station.





<p><b>If you are involved in a motor vehicle incident involving others.</b></p>	<ul style="list-style-type: none"> <li>• Stop, it is a legal requirement to stop and render assistance.</li> <li>• If you are able to check to see if anyone is injured, you may need to search the area for victims who have been thrown from the vehicle or dazed and wondered off.</li> <li>• If injured persons are present phone 000 or if available get someone else to call 000.</li> <li>• The person calling 000 must be ready to answer questions such as: Name of the person calling and return phone number, nature of the incident, number of person(s) involved, location of incident, nature of injuries (bleeding, unconscious, without pulse). Do not hang up! Let the emergency dispatcher hang up first.</li> <li>• Help anyone who is not already walking and talking. Do not move any injured persons unless he or she is in a burning vehicle or in other danger. Moving someone incorrectly often makes an injury worse.</li> <li>• Apart from assisting injured people, do not interfere with the incident scene until authorised to do so.</li> <li>• When dealing with the owners of damaged property private or public or any emergency agencies do not admit any liability.</li> <li>• Implement traffic control measures if required.</li> <li>• Move the vehicle(s) involved out of the traffic lane if it is not disabled, only if authorised to do so. Turn off ignition(s) of wrecked vehicles. Do not smoke!</li> <li>• Notify the manager or your supervisor of the situation as soon as possible.</li> </ul>
<p><b>Employee reporting responsibilities.</b></p>	<ul style="list-style-type: none"> <li>• You must report all motor vehicles incidents immediately or as soon as physically possible directly to the manager or your supervisor.</li> <li>• Completed a company incident report form as soon as practicable after a motor vehicle incident.</li> <li>• Implement the company's incident reporting and investigation procedure.</li> <li>• Make themselves available in a timely manner to any relevant authorities to make required or requested statements.</li> </ul>
<p><b>Management reporting responsibilities.</b></p>	<ul style="list-style-type: none"> <li>• Report the incident to any next of kin as required. Refer to the employees Employee Information Form.</li> <li>• Report all motor vehicle incidents resulting in injury must be reported to the Police within 24 hours if they do not attend.</li> <li>• Report the incident to relevant authorities as required ie worksafe.</li> <li>• Report damaged property to the property owner if they are present.</li> <li>• If there is any property damage and the owner (or Police) is not present, you must report the incident to the nearest open Police station.</li> <li>• Investigate and record the incident on the company's incident recording system.</li> <li>• Completed all relevant insurance claim form(s).</li> <li>• Report and review the incident via the company's safety committee or tool box meetings.</li> </ul>



**MEASUREMENT AND EVALUATION - AUDITS AND INSPECTIONS**

Will my behaviour be checked?

We believe that objectively reviewing of our employee's behaviour is the best way to help them continuously learn.

**Audits and Inspections** are the tools we will use to help this process.

We will undertake a formal assessment of your work each month to ensure key parts of safe work procedures are followed. In addition to this our customers may employ auditors to check that our system complies with relevant requirements.

Each time you are reviewed you will be provided with feedback, about the results of the review. You will have an opportunity to discuss any concerns you have about the review.

**Reflecting** on the way you do your job is a powerful way of learning.

Things that will be checked are identified, with the following symbol in this induction manual and in your safe work procedures.





**STATUTORY EMPLOYMENT INFORMATION – FAIR WORK INFORMATION STATEMENT**



**Fair Work**  
OMBUDSMAN

**Fair Work**  
Information Statement

The Fair Work Information Statement is prepared and published by the Fair Work Ombudsman in accordance with section 124 of the *Fair Work Act 2009*.  
© Copyright Fair Work Ombudsman. Last updated: July 2010.

From 1 January 2010, this Fair Work Information Statement is to be provided to all new employees by their employer as soon as possible after the commencement of employment. The Statement provides basic information on matters that will affect your employment. If you require further information, you can contact the **Fair Work Infoline** on **13 13 94** or visit [www.fairwork.gov.au](http://www.fairwork.gov.au).

### ⊖ **The National Employment Standards**

The *Fair Work Act 2009* provides you with a safety net of minimum terms and conditions of employment through the National Employment Standards (NES).

**There are 10 minimum workplace entitlements in the NES:**

1. A maximum standard working week of 38 hours for full-time employees, plus 'reasonable' additional hours.
2. A right to request flexible working arrangements to care for a child under school age, or a child (under 18) with a disability.
3. Parental and adoption leave of 12 months (unpaid), with a right to request an additional 12 months.
4. Four weeks paid annual leave each year (pro rata).
5. Ten days paid personal/carer's leave each year (pro rata), two days paid compassionate leave for each permissible occasion, and two days unpaid carer's leave for each permissible occasion.
6. Community service leave for jury service or activities dealing with certain emergencies or natural disasters. This leave is unpaid except for jury service.
7. Long service leave.
8. Public holidays and the entitlement to be paid for ordinary hours on those days.
9. Notice of termination and redundancy pay.
10. The right for new employees to receive the Fair Work Information Statement.

A complete copy of the NES can be accessed at [www.fairwork.gov.au](http://www.fairwork.gov.au). Please note that some conditions or limitations may apply to your entitlement to the NES. For instance, there are some exclusions for casual employees. If you work for an employer who sells or transfers their business to a new owner, some of your NES entitlements may carry over to the new employer. Some NES entitlements which may carry over include personal/carer's leave, parental leave, and your right to request flexible working arrangements.

### ⊖ **Modern awards**

In addition to the NES, you may be covered by a modern award. These awards cover an industry or occupation and provide additional enforceable minimum employment standards. There is also a Miscellaneous Award that may cover employees not covered by any other modern award.

Modern awards may contain terms about minimum wages, penalty rates, types of employment, flexible working arrangements, hours of work, rest breaks, classifications, allowances, leave and leave loading, superannuation, and procedures for consultation, representation, and dispute settlement. They may also contain terms about industry specific redundancy entitlements.

If you are a manager or a high income employee, the modern award that covers your industry or occupation may not apply to you. For example, where your employer guarantees in writing that you will earn more than the high income threshold, currently set at \$113,800 per annum and indexed annually, a modern award will not apply, but the NES will.

Transitional arrangements to introduce the modern award system may affect your coverage or entitlements under a modern award.



### ⊖ Agreement making

You may be involved in an enterprise bargaining process where your employer, you or your representative (such as a union or other bargaining representative) negotiate for an enterprise agreement. Once approved by Fair Work Australia, an enterprise agreement is enforceable and provides for changes in the terms and conditions of employment that apply at your workplace.

There are specific rules relating to the enterprise bargaining process. These rules are about negotiation, voting, matters that can and cannot be included in an enterprise agreement, and how the agreement can be approved by Fair Work Australia. You and your employer have the right to be represented by a bargaining representative and must bargain in good faith when negotiating an enterprise agreement. There are also strict rules for taking industrial action. If you have enquiries about making, varying, or terminating enterprise agreements, you should contact Fair Work Australia on 1300 799 675.

### ⊖ Individual flexibility arrangements

Your modern award or enterprise agreement must include a flexibility term. This term allows you and your employer to agree to an Individual Flexibility Arrangement (IFA), which varies the effect of certain terms of your modern award or enterprise agreement. IFAs are designed to meet the needs of both you and your employer. You cannot be forced to make an IFA, however, if you choose to make an IFA, you must be better off overall. IFAs are to be in writing, and if you are under 18 years of age, your IFA must also be signed by your parent or guardian.

### ⊖ Freedom of association and workplace rights (general protections)

The law not only provides you with rights, it ensures you can enforce them. It is unlawful for your employer to take adverse action against you because you have a workplace right. Adverse action could include dismissing you, refusing to employ you, negatively altering your position, or treating you differently for discriminatory reasons. Some of your workplace rights include the right to freedom of association (including the right to become or not to become a member of a union), and the right to be free from unlawful discrimination, undue influence and pressure.

If you have experienced adverse action by your employer, you can seek assistance from the Fair Work Ombudsman or Fair Work Australia (applications relating to general protections where you have been dismissed must be lodged with Fair Work Australia within 60 days).

### ⊖ Termination of employment

Termination of employment can occur for a number of reasons, including redundancy, resignation and dismissal. When your employment relationship ends, you are entitled to receive any outstanding employment entitlements. This may include outstanding wages, payment in lieu of notice, payment for accrued annual leave and long service leave, and any applicable redundancy payments.

Your employer should not dismiss you in a manner that is 'harsh, unjust or unreasonable'. If this occurs, this may constitute unfair dismissal and you may be eligible to make an application to Fair Work Australia for assistance. It is important to note that applications must be lodged within 14 days of dismissal. Special provisions apply to small businesses, including the Small Business Fair Dismissal Code. For further information on this code, please visit [www.fairwork.gov.au](http://www.fairwork.gov.au).

### ⊖ Right of entry

Right of entry refers to the rights and obligations of permit holders (generally a union official) to enter work premises. A permit holder must have a valid and current entry permit from Fair Work Australia and, generally, must provide 24 hours notice of their intention to enter the premises. Entry may be for discussion purposes, or to investigate suspected contraventions of workplace laws that affect a member of the permit holder's organisation or occupational health and safety matters. A permit holder can inspect or copy certain documents, however, strict privacy restrictions apply to the permit holder, their organisation, and your employer.

### ⊖ The Fair Work Ombudsman and Fair Work Australia

The **Fair Work Ombudsman** is an independent statutory agency created under the *Fair Work Act 2009*, and is responsible for promoting harmonious, productive and cooperative Australian workplaces. The Fair Work Ombudsman educates employers and employees about workplace rights and obligations to ensure compliance with workplace laws. Where appropriate, the Fair Work Ombudsman will commence proceedings against employers, employees, and/or their representatives who breach workplace laws.

If you require further information from the Fair Work Ombudsman, you can contact the **Fair Work Infoline on 13 13 94** or visit [www.fairwork.gov.au](http://www.fairwork.gov.au).

**Fair Work Australia** is the national workplace relations tribunal established under the *Fair Work Act 2009*. Fair Work Australia is an independent body with the authority to carry out a range of functions relating to the safety net of minimum wages and employment conditions, enterprise bargaining, industrial action, dispute resolution, termination of employment, and other workplace matters.

If you require further information, you can contact **Fair Work Australia on 1300 799 675** or visit [www.fwa.gov.au](http://www.fwa.gov.au).



**STATUTORY EMPLOYMENT INFORMATION – “IF YOU ARE INJURED AT WORK”**

# If you are injured at work

### 1. Seek medical treatment

The most important thing to do if you have a work-related injury or illness is to seek appropriate medical treatment.

### 2. Tell your employer

You should report any work-related injury or illness to your employer as soon as possible. If you (or someone on your behalf) haven't notified your employer in writing within 30 days of becoming aware of the injury, you may not be entitled to compensation.

The easiest way is to record the details of your injury in the Register of Injuries at your workplace or, if you can't access that, give your employer written particulars of your injuries.

### 3. Fill in and lodge a claim form

You must lodge a WorkSafe approved claim form if you want to claim WorkSafe entitlements for a work-related injury or illness.

By law, your employer can't refuse your claim, and can't dismiss you for making one.

Worker's Injury Claim Forms for claiming weekly payments and treatment expenses can be downloaded from the WorkSafe website or obtained from Post Offices, WorkSafe branches or your employer's WorkSafe Agent.

If you're unable to perform your normal duties, you'll need a Certificate of Capacity from your medical practitioner. Give the completed Certificate of Capacity and your Worker's Injury Claim Form to your employer as soon as you can.

If your claim is for weekly payments, your employer is required to forward these documents to your WorkSafe Agent within 10 days of receiving them, and the Agent then has up to 28 days to accept or reject your claim.

If you disagree with a decision relating to your claim, your employer, union, WorkCover Assist or Union Assist may be able to help. You can also contact the Accident Compensation Conciliation Service on freecall 1800 635 960 or (03) 9940 1111 or conciliation.vic.gov.au

### 4. Benefits & Support

If you have a work-related injury or illness, you may be entitled to:

- reasonable costs for medical and like services
- weekly payments if you lose income or require time off work
- a lump sum payment if you have a permanent impairment
- sue for damages at common law for injuries received on or after 20 Oct.1999.

## Return to work. Return to life.

Getting back to work after injury or illness is an important step in your recovery. Job satisfaction and social contact are some of the things you might miss when you're not at work.

The most important person in your recovery is you. Actively participating in your rehabilitation and talking regularly to your employer and doctor can help you recover and return to work.



Your employer contact:

\_\_\_\_\_

Ph: \_\_\_\_\_

To find out more about your rights and obligations as an injured worker, contact your WorkSafe Agent, visit Injury & Claims at [worksafe.vic.gov.au](http://worksafe.vic.gov.au) or telephone WorkSafe's Advisory Service on freecall **1800 136 089**

